2-41

Admissions Procedures

DCCC has an open-door admissions policy with the following requirements for all Medical Record Technology students:

1. Complete DCCC Admissions Application and Medical Record Technology Application.

2. Send ACT scores (SAT are accepted). This is not required but highly recommended. Athletes must submit ACT or SAT scores.

3. Send high school transcript or equivalent (GED).

4. Send college transcript (if applicable).

5. Submit a physical exam (required only from athletes and nursing majors). You will be required to have a physical exam before the Directed Practicum for Medical Record Technology.
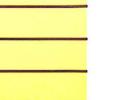
The following two items are not requirements for admission but essential planning steps for some students:

6. Submit a deposit to reserve on-campus housing.

7. Check into financial aid and scholarships. Make applications where appropriate.

DCCC is fully accredited by the North Central Association of Colleges and Secondary Schools, the Kansas Department of Education, and the American Medical Record Association.

Medical Record Technology

TECHNICAL EDUCATION

DODGE CITY COMMUNITY COLLEGE

Medical Record Technology Offers Specialized Skills!

Medical Record Technology

The Associate in Applied Science Degree Medical Record Technology Program offers you specialized skills in the processing and management of medical/health records. Lectures followed by laboratory practice and clinical experience are designed to guide you in the development of the technical skills necessary to become an Accredited Medical Record Technician.

A Medical Record Technician is responsible for preparing, abstracting, analyzing, and preserving medical/health care information needed by patients, physicians, the health facility and the public.

Medical/Health Record

A medical/health record is a permanent document representing a patient's care and treatment. The record includes medical and ancillary service reports as well as direct patient care ongoing documentation. This documentation is essential for patient continuity of care, assisting physicians in diagnosis and treatment, verification of claims for reimbursement, planning health care needs, and aiding medical research.

Medical Record Technician

- Reviews medical/health records for completeness and accuracy to meet documentation requirements
- Inputs and retrieves information via the computer
- Stores and retrieves medical/health care information to facilitate patient-physician needs
- Controls the release of medical/health care information assuring confidentiality

Job Opportunities

- Acute Health Care
- Long-Term Care (Nursing Homes)
- Ambulatory Care
- Computerized Health Information Systems
- Mental Health Facilities
- Insurance Companies
- Government Agencies
- Industrial Health
- Surgical Centers
- Tumor Registries
- Medical Review Organizations
- Coder/Abstractor
- Medical Transcriptionist
- Legal Correspondent/Release of Information Specialist
- Quality Assurance Assistant
- Utilization Review Coordinator
- Assistant Director, Medical Record Department
- Medical Record Unit Supervisor
- Health Data Analyst
- DRG/UR Coordinator
- DRG Manager

Medical Record Technology Program

Curriculum

First Semester-Fall	Hours
English Composition I	3
Medical Record Technology I	4
Medical Terminology	3
General Psychology	3
Human Anatomy & Physiology I	4
	17

Second Semester-Spring	Hours
Computing Appreciation	3
**Health Report Transcription	2
*Medical Record Technology II	6
Human Anatomy & Physiology II	4
	15

**RECOMMENDATION:
Completion of a typing course or ability to type 40 words per minute before enrollment in Health Report Transcription

*Directed Practicum
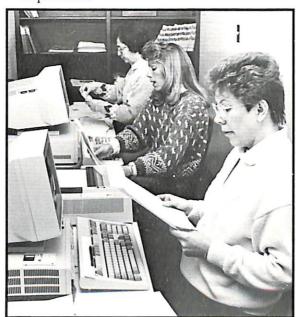(Clinical Site-80 total hours)

Third Semester-Fall	Hours
Disease Process	4
Issues, Trends, Legal Concepts	2
*Medical Record Technology III	7
Principles of Sociology I	3
Word/Information Processing	3
	19

Fourth Semester-Spring	Hours
Introduction to Data Processing	3
Human Relations	3
*Medical Record Technology IV	7
Elective	3
	19

*Directed Practicum
(Clinical Site-120 total hours)

Curriculum Content

- Introduction to Medical/Health Record Profession
- Maintenance and Acquisition of Health Data Information
- Medical/Health Record Content, Quantitative Analysis, and Documentation Requirements
- Report Transcription (History and Physicals, Operative Reports, Discharge Summaries, X-Ray Reports)
- Indexes and Registers
- Legal Aspects of Medical/Health Information
- Medical/Health Facility Statistics
- Nomenclature and Classification Systems (Coding)
- Health Care Delivery Systems
- Computers in Health Care
- Utilization Review, Quality Assurance, Risk Management
- Department Management and Personnel Supervision

Financial Aid

Dodge City Community College has developed a variety of financial aid packages to assist students in overcoming economic problems associated with college attendance. DCCC accepts financial aid applications and makes decisions regarding those applications without regard to sex, race, creed, disability, or national origin.

Students who wish to apply for a Pell Grant or Stafford Loan must first establish their eligibility by completing their ACT Family Financial Statement and have their expected family contribution determined. It takes approximately four to six weeks to process an ACT Family Financial Statement. If a student is determined eligible to apply for a loan, it takes at least another three to four weeks for the loan application to be processed.

To qualify for any federal financial aid, a student needs to have a high school diploma or GED. Students who do not meet these requirements may arrange to take a vocational test to determine ability to benefit. Contact the DCCC Testing Center well in advance of the class starting date to arrange for testing.

Veterans who meet eligibility requirements may receive benefits for credit courses taken at the college. For more information call 316-225-1321, Ext. 208.

Any student with a financial concern is encouraged to contact the DCCC Financial Aid Director for additional information.

For More Information Mail This Card To:

DODGE CITY COMMUNITY COLLEGE

2501 North 14th Avenue
Dodge City, Kansas 67801-2399
316-225-1321
Toll-free in Kansas 1-800-742-9519
Toll-free out-of-state 1-800-262-4565
Phone Registration 316-225-4114

Medical Record Technology Program

Name (Last) _____

(First) _____ (Middle) _____

Address _____

City _____

State _____ Zip _____

Phone _____ - _____ - _____

Birthdate _____/_____/_____

Last School Attended _____

Year of Graduation from High School _____

Please send information on: (Check)
_____ Financial Aid/Scholarships
_____ On-Campus Housing
_____ Catalog/Admissions Packet
_____ Other: _____

7/90/DS